

**HELP WANTED
TOWN OF POLK**

Clerk for the Town of Polk, Part Time. Performs variety of clerical and administrative duties required by municipal government; prepare agendas, resolutions and ordinances, records minutes of Town meetings, answers official correspondence; keep fiscal financial records and accounts and prepares reports. A successful applicant must have good communications skills, computer experience and web site maintenance abilities. Attendance at regularly scheduled meetings and taking accurate minutes is required. You can pick up application at Polk Town Hall office. Return to: "Attention" Town Chairman, 360 Hwy. 60, Slinger, WI 53086 due March 8, 2010.

Catherine Whelan
Town Clerk